

PART IV- REPRESENTATIONS AND INSTRUCTIONS

SECTION L – ATTACHMENT H

RESUME FORMAT

Name:

Proposed Position with Offeror:

Key Duties and Responsibilities in Proposed Position:

Current Position and Employer:

Length of Employment:

Supervisor:

Address and Telephone Number:

Relevant Experience:

(Current and at least two (2) previous employers or positions)

Leadership: (Identify specific examples of demonstrated leadership as opposed to just leadership positions held.)

Suitability and capability to perform the Statement of Work:

Education:

(Identify institution, degree earned, dates or state “no degree” if applicable)

Professional Development and Achievements:

(Identify professional memberships, special training, professional registrations, certifications, licenses, etc.)

References [provide three (3)]:

(Name, title, company/organization, address, phone number)

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

SECTION L – ATTACHMENT I LETTER OF COMMITMENT

Letter of Commitment

(Instructions: Attach to each resume a complete, signed copy.)

Position:

Individual proposed for the position:

(print name)

I _____ (print name) attest that the statements set forth in the attached resume submitted as part of the proposal are true and correct.

If the Offeror is awarded the contract, I commit to working in the position identified above for a minimum of two years from date of award.

Signature

Date